MILPERSMAN 1306-1700

AVAILABILITY PROCESSING – GENERAL INFORMATION

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1. **Policy**. The procedures outlined in this article and its 1306-1700 series provide the means by which the Navy can efficiently and expeditiously assign available personnel to duty where their talents, experience, and training coupled with their individual preferences can best be utilized to the ultimate advantage of the individual and the Navy.

2. **Background**

    a. An availability report (AVAIL) is the communication to the assignment control authority (ACA) that an individual requires assignment or reassignment.

    b. Excessive transient time is costly and erodes the ability of the Navy to perform its mission. In the interest of stability, personnel readiness, cost effectiveness, and the morale of the individual; accurate, complete, and timely submission of availability reports is mandatory. Errors and omissions cause delays in the processing of availability reports and ultimately delays the transfer of the individual. It is imperative that personnel move through the transient system as rapidly as possible.

3. **Responsibility**. Navy commands and specific departments within Navy Personnel Command (NAVPERSCOM) are responsible for prompt and accurate submission of AVAILs on personnel who are available for assignment or reassignment. These AVAILs are submitted using Navy Standard Integrated Processing System (NSIPS), except as otherwise indicated in various MILPERSMAN articles under the 1306-1700 series. Specific guidance concerning AVAIL processing may be found in the following:

Topic	See MILPERSMAN
Availability Processing – –Former Officer Candidates and Former Officers	1306-1702
Availability Processing - Class "D" Nominations	1306-1704
Availability Processing - Class "F" – NAVET, OSVET, and Others	1306-1705
Availability Processing - Class "H" – Humanitarian Tour Releases	1306-1706
Availability Processing - Class "J", "K", and "L" – Graduation from Class A, C, and Other Type Schools	1306-1707
Availability Processing - Class "N" - School Non-Graduates	1306-1710
Availability Processing - Class "R" - Recruit Training Graduates	1306-1711
Availability Processing - Class "X" - Brig and Disciplinary Releases	1306-1712
Availability Processing - Class "Y" - Medical Releases	1306-1713
Availability Processing – Data Item Descriptions and Definitions For Report Submissions	1306-1714
Availability Processing – Initial Submissions	1306-1715
Availability Processing – Tracer Action After Report Submissions	1306-1716
Availability Processing – Changes to and Cancellation or Deletions After Report Submissions	1306-1717